

Requirements Based Surveillance and Maintenance Review Process Interview Form

General Information:

A. Evaluator: _____ Organization: _____ Ph: _____

B. Interviewee : _____ Organization: _____ Ph: _____

C. Activity Name : _____

General/Administrative Support

Mission/Facility Support

(Circle One)

D. Safety Related: ☐ Yes ☐ No

E. Procedure #: _____

F. Charge Number: _____

G. Frequency for Conducting the Activity: (Circle One)

Hourly

Shiftly

Daily

Weekly

Bi-weekly

Monthly

Quarterly

Semi-Annually

Annually

Other: _____

H. Will the performance of this activity be required until this facility is dispositioned? If no, when will the performance of this activity no longer be required?

☐ Yes

☐ No; Date or Terminating Event: _____

I. Approximate number of personnel and man-hours required to complete the activity each time the activity is performed? (Include all support personnel and pre- and post- evolution time)

Number of Personnel: _____ Man-hours: _____

J. Comments:

RBSM Prioritization Process Interview Form - Section A

A-1. Is the activity driven by a regulatory requirement? _____ Yes No
(List)

Yes - Go to Question # A-2

No - Go to Question #A-4

A-2. Have operations or conditions changed significantly such that the driver is Yes No
no longer applicable to this activity?

Yes - **"Activity is a candidate for cancellation"**

No - Go to Question # A-3

A-3. Can and/or should this requirement be renegotiated? Yes/Maybe No

Yes/Maybe - **"Activity is a candidate for further evaluation" Go To Section G**

No - Mission/Facility Support Go to Section B

General/Administrative Support Go to Section E

A-4. Is the activity driven by a commitment to the DNFSB or to a stakeholder group? Yes No

Yes - Go to Question # A-5 _____

No - Go to Question # A-7 (List)

A-5. Have operations or conditions changed significantly such that the driver is Yes No
no longer applicable to this activity?

Yes - **"Activity is a candidate for cancellation"**

No - Go to Question # A-6

A-6. Can and/or should this requirement be renegotiated? Yes/Maybe No

Yes/Maybe - **"Activity is a candidate for further evaluation" Go To Section G**

No - Mission/Facility Support Go to Section B

General/Administrative Support Go to Section E

A-7. Is the activity driven by a DOE Order? _____ Yes No
(List)

Yes - Go to Question # A-8

No - Go to Question # A-14

A-8. Have operations or conditions changed significantly such that the driver is Yes No
no longer applicable to this activity?

Yes - **"Activity is a candidate for cancellation"**

No - Go to Question # A-9

A-9. Has a documented evaluation been done to establish the need and the frequency or level of effort for this activity? Yes No

Yes - Go to question # A-10

No - Go to Question # A-11

A-10. Has the activity been revised to reflect the results of that evaluation? Yes No

Yes - **"Activity requires no further evaluation"**
No - Mission/Facility Support Go to Section B
General/Administrative Support Go to Section E

A-11. Has the order been revised in the last 2 years? Yes No

Yes - Go to Question # A-12
No - Mission/Facility Support Go to Section B
General/Administrative Support Go to Section E

A-12. Has the current activity been updated to reflect the revised DOE Order? Yes No

Yes - Go to Question # A-13
No - **"Activity is a candidate for further evaluation" Go To Section G**

A-13. Can and/or should relief be obtained from performing all or part of this activity? Yes/Maybe No

Yes/Maybe - **"Activity is a candidate for further evaluation" Go To Section G**
No- Mission/Facility Support Go to Section B
General/Administrative Support Go to Section E

A-14. Is the activity addressed in an identified technical safety document? Yes No

Comment: _____

Yes - Go to Question # A-15
No - Go to Question # A-17

A-15. Have operations or conditions changed significantly such that the driver is no longer applicable to this activity? Yes No

Yes - **"Activity is a candidate for cancellation"**
No - Go to Question # A-16

A-16. Is the activity being conducted in accordance with that technical safety document? Yes No

Comment: _____

Yes - Mission/Facility Support Go to Section C
General/Administrative Support Go to Section F
No - **"Activity is a candidate for further evaluation" Go To Section G**

A-17. Is the activity being performed based on national commercial standards? Yes No

List: _____

Yes - Go to Question # A-18
No - **General/Administrative Support Go to A-22; Mission/Facility Support Go To A-19**

A-18. Have operations or conditions changed significantly such that the driver is no longer applicable to this activity? Yes No

Yes - **"Activity is a candidate for cancellation"**
No - Mission/Facility Support Go to Section B
General/Administrative Support Go to Section E

A-19. Is the activity being performed in accordance with a technical or vendor specification? Yes No

Comment: _____

Yes - Go to Question # A-20
No - Go to Question # A-22

A-20. Have operations or conditions changed significantly such that the driver is no longer applicable to this activity? Yes No

Yes - **"Activity is a candidate for cancellation"**
No - Go to Question # A-21

A-21. Has a graded approach been taken to the performance of this activity? Yes No

Yes - Go to Section D
No - **"Activity is a candidate for further evaluation" Go To Section G**

A-22. Is the activity based on **best management practices** / **best practices** or on lessons learned? Yes
(General / Admin Support) (Mission / Facility Support)

Comment: _____

Yes - Go to Question A-23
No - **"Activity is a candidate for cancellation"**

A-23. Have operations or conditions changed significantly such that the driver is no longer applicable to this activity? Yes No

Yes - **"Activity is a candidate for cancellation"**
No - Mission/Facility Support Go to Section C
General/Administrative Support Go to Section F

RBSM Prioritization Process Interview Form - Section B

B-1. Is the activity performed on a material?	Yes	No
Yes- Go to Question # B-2 No - Go to Question # B-4		
B-2. Are there identified vulnerabilities with this material in its current configuration?	Yes	No
Comment:_____		
Yes - Go to Question # B-3 No - "Activity is a candidate for a frequency change"		
B-3. Is the activity being performed specifically to address these vulnerabilities?	Yes	No
Yes - "Activity requires no further evaluation" No - "Activity is a candidate for further evaluation" Go To Section G		
B-4. Is the activity performed on a system or one of its components?	Yes	No
Yes - Go to Question # B-6 No - Go to Question # B-5		
B-5. Is this activity performed on an area/room or on a piece of equipment?	Area/room	Equipment
Area/Room - Go to Question # B-6 Equipment - Go to Question # B-6		
B-6. Is the activity being conducted or is the system/component or equipment being (circle one) operated to support a current or future mission?	Yes	No
Yes - Go to Question # B-7 No - "Activity is a candidate for cancellation"		
B-7. Is the activity being conducted or is the system/component or equipment being (circle one) operated for a safety related purpose?	Yes	No
Yes - Go to Question # B-8 No - Go to Question # B-9		
B-8. Is this safety related activity being conducted at a level greater than the minimal level required?	Yes	No
Yes - "Activity is a candidate for a frequency change" No - "Activity requires no further evaluation"		
B-9. Is the activity being conducted at a level greater than the minimal level required?	Yes	No
Yes - "Activity is a candidate for a frequency change" No - "Activity is a candidate for further evaluation"		

RBSM Prioritization Process Interview Form - Section C

C-1. Is the activity performed on a material?	Yes	No
Yes- Go to Question # C-2 No - Go to Question # C-4		
C-2. Are there identified vulnerabilities with this material in its current configuration?	Yes	No
Yes - Go to Question # C-3 No - "Activity is a candidate for a frequency change"		
C-3. Is the activity being performed specifically to address these vulnerabilities?	Yes	No
Yes - "Activity requires no further evaluation" No - "Activity is a candidate for further evaluation" Go To Section G		
C-4. Is the activity performed on a system or one of its components?	Yes	No
Yes - Go to Question # C-6 No - Go to Question # C-5		
C-5. Is this activity performed on an area/room or on a piece of equipment?	Area/room	Equipment
Area/Room - Go to Question # C-6 Equipment - Go to Question # C-6		
C-6. Is the activity being conducted or is the system/component or equipment being <small>(circle one)</small> operated to support a current or future mission?	Yes	No
Yes - Go to Question # C-7 No - "Activity is a candidate for cancellation"		
C-7. Is the activity being conducted or is the system/component or equipment being <small>(circle one)</small> operated for a safety related purpose?	Yes	No
Yes - "Activity requires no further evaluation" No - "Activity is a candidate for further evaluation" Go To Section G		

RBSM Prioritization Process Interview Form - Section D

D-1. Is the activity performed on a system or one of its components?	Yes	No
Yes - Go to Question # D-3 No - Go to Question # D-2		
D-2. Is this activity performed on an area/room or on a piece of equipment?	Area/room	Equipment
Area/Room - Go to Question # D-3 Equipment - Go to Question # D-3		
D-3. Is the activity being conducted or is the system/component or equipment being (circle one) operated to support a current or future mission?	Yes	No
Yes - Go to Question # D-4 No - "Activity is a candidate for cancellation"		
D-4. Is the activity being conducted or is the system/component or equipment being (circle one) operated for a safety related purpose?	Yes	No
Yes - "Activity requires no further evaluation" No - "Activity is a candidate for further evaluation" Go To Section G		

RBSM Prioritization Process Interview Form - Section E

E-1. Does this activity involve the management of records, data, information, etc.?	Yes	No
Yes - Go to Question E-2 No - Go to Question E-4		
E-2. Is this the only process on-site that can be used to perform this same task?	Yes	No
Yes - Go to Question E-3 No - "Activity is a candidate for further evaluation" Go To Section G		
E-3. Is the activity being conducted at a level greater than the minimal level required?	Yes	No
Yes - "Activity is a candidate for a frequency change" No - "Activity requires no further evaluation"		
E-4. Does the activity involve the development or review of policies, procedures or work plans?	Yes	No
Yes - Go to Question # E-5 No - Go to Question # E-8		
E-5. Is the activity done for a safety related purpose?	Yes	No
Yes - Go to Question # E-6 No - Go to Question # E-7		
E-6. Is the activity being conducted at a level greater than the minimal level required?	Yes	No
Yes - "Activity is a candidate for a frequency change" No - "Activity requires no further evaluation"		
E-7. Is the activity being conducted at a level greater than the minimal level required?	Yes	No
Yes - "Activity is a candidate for a frequency change" No - "Activity is a candidate for further evaluation" Go To Section G		
E-8. Does the activity involve personnel or the procurement of goods and services?	Personnel	Procurement
Personnel - Go to Question # E-9 Procurement of Goods/Services - Go to Question # E-19		
E-9. Does the activity involve personnel training or other routine requirements?	Yes	No
Yes - Go to Question # E-10 No - Go to Question # E-13		
E-10. Does the activity support the current job assignment of the individual?	Yes	No
Yes - Go to Question # E-11 No - "Activity is a candidate for cancellation"		

E-11. Is the activity being provided more frequently than required?	Yes	No
Yes - "Activity is a candidate for a frequency change" No - Go to Question # E-12		
E-12. Do all the personnel <u>in this job classification</u> need to meet this requirement?	Yes	No
Yes - "Activity requires no further evaluation" No - "Activity is a candidate for further evaluation" Go To Section G		
E-13. Does this involve activities related to stakeholder support?	Yes	No
Yes - Go to Question # E-14 No - Go to Question # E-15		
E-14. Is the activity conducted at a level greater than that committed to?	Yes	No
Yes - "Activity is candidate for a frequency change" No - "Activity requires no further evaluation"		
E-15. Does the activity involve the supervision or oversight of personnel?	Supervision	Oversight
Supervision - Go to Question # E-16 Oversight - Go to Question # E-17		
E-16. Does this activity involve the management/supervision of fewer than five direct reports?	Yes	No
Yes - "Activity is a candidate for a frequency change" No - "Activity requires no further evaluation"		
E-17. Does the driver specify the amount or frequency of oversight?	Yes	No
Yes - Go to Question # E-18 No - "Activity is a candidate for further evaluation" Go To Section G		
E-18. Is the activity being performed at the specified frequency?	Yes	No
Yes - "Activity requires no further evaluation" No - "Activity is a candidate for a frequency change"		
E-19. Is the procurement related to an identified safety class item?	Yes	No
Yes - "Activity requires no further evaluation" No - Go to Question # E-20		
E-20. Are safety class requirements being applied anyway?	Yes	No
Yes - "Activity is a candidate for further evaluation" Go To Section G No - "Activity requires no further evaluation"		

RBSM Prioritization Process Interview Form - Section F

F-1. Does this activity involve the management of records, data, information, etc.?	Yes	No
Yes - Go to Question # F-2 No - Go to Question # F-3		
F-2. Is this the only process on-site that can be used to perform this same task?	Yes	No
Yes - "Activity requires no further evaluation" No - "Activity is a candidate for cancellation"		
F-3. Does the activity involve the development or review of policies, procedures or work plans?	Yes	No
Yes - Go to Question # F-4 No - Go to Question # F-5		
F-4. Is the activity done for a safety related purpose?	Yes	No
Yes - "Activity requires no further evaluation" No - "Activity is a candidate for further evaluation" Go To Section G		
F-5. Does the activity involve personnel or the procurement of goods and services?	Personnel	Procurement
Personnel - Go to Question # F-6 Procurement of Goods/Services - Go to Question # F-11		
F-6. Does the activity involve personnel training or other routine requirements?	Yes	No
Yes - Go to Question # F-7 No - Go to Question # F-9		
F-7. Does the activity support the current job assignment of the individual?	Yes	No
Yes - Go to Question # F-8 No - "Activity is a candidate for cancellation"		
F-8. Do all the personnel <u>in this job classification</u> need to meet this requirement?	Yes	No
Yes - "Activity requires no further evaluation" No - "Activity is a candidate for further evaluation" Go To Section G		
F-9. Does the activity involve the supervision or oversight of personnel?	Supervision	Oversight
Supervision - Go to Question # F-10 Oversight - "Activity is a candidate for further evaluation" Go To Section G		
F-10. Does this activity involve the management/supervision of fewer than five direct reports?	Yes	No
Yes - "Activity is a candidate for a frequency change" No - "Activity requires no further evaluation"		

F-11. Is the procurement related to an identified safety class item?	Yes	No
Yes - "Activity requires no further evaluation"		
No - Go to Question # F-12		

F-12. Are safety class requirements being applied anyway?	Yes	No
Yes - "Activity is a candidate for further evaluation" Go To Section G		
No - "Activity requires no further evaluation"		

RBSM Prioritization Process Interview Form - Section G

1. For this "Further Evaluation" activity the sub-bin is: (Circle One)

A - Incomplete information

Comment:

B - Intent and/or appropriateness

Comment:

C - Further review of activities

Comment:

D - Further review /relief required

Comment: